

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: January 16, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An ice breaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of the Bureau's Strategic Goals so that Policy Council members can share this information at parent meetings and be aware of CSB's priorities and direction as they make decisions and provide program input.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

A training on Make Parenting a Pleasure curriculum so that parents are introduced to the new parenting curriculum implemented in the program.

An approval of the 2019 -2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria.

An understanding of the NHSA Parent Conference Reports from attendees so that the knowledge gained through participation in the training is shared.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Heard announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Emma Duran	2 Minutes

Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	1 Minute
Public Comment	Present	Member of the Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Veronica Gutierrez	7 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Bureau's Strategic Goals 	Present Clarify Check for understanding	Camilla Rand	7 Minutes
Report <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of November 28, 2018 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	5 Minutes
Training: <ul style="list-style-type: none"> Make Parenting a Pleasure 	Present Clarify Check for understanding	CSB MPAP Trainers	30 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of the 2019-2020 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria 	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	10 Minutes
Report: <ul style="list-style-type: none"> NHSA Parent Conference Reports 	Present Clarify Check for understanding	Executive Committee	10 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	7 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

2018 HEAD START PROGRAM
November 2018 Expenditures

DESCRIPTION	YTD %
a. PERSONNEL	90%
b. FRINGE BENEFITS	88%
c. TRAVEL	0%
d. EQUIPMENT	0%
e. SUPPLIES	140%
f. CONTRACTUAL	50%
g. CONSTRUCTION	0%
h. OTHER	52%
I. TOTAL DIRECT CHARGES	67%
j. INDIRECT COSTS	117%
k. TOTAL-ALL BUDGET CATEGORIES	70%
<i>In-Kind (Non-Federal Share)</i>	<i>81%</i>

2018 EARLY HEAD START PROGRAM**November 2018 Expenditures**

DESCRIPTION	YTD %
a. PERSONNEL	32%
b. FRINGE BENEFITS	30%
c. TRAVEL	0%
d. EQUIPMENT	0%
e. SUPPLIES	104%
f. CONTRACTUAL	133%
g. CONSTRUCTION	0%
h. OTHER	42%
I. TOTAL DIRECT CHARGES	99%
j. INDIRECT COSTS	44%
k. TOTAL-ALL BUDGET CATEGORIES	97%
<i>In-Kind (Non-Federal Share)</i>	95%

EARLY HEAD START - CHILD CARE PARTNERSHIP**November 2018 Expenditures**

DESCRIPTION	YTD %
a. PERSONNEL	61%
b. FRINGE BENEFITS	51%
c. TRAVEL	0%
d. EQUIPMENT	0%
e. SUPPLIES	235%
f. CONTRACTUAL	15%
g. CONSTRUCTION	0%
h. OTHER	37%
i. TOTAL DIRECT CHARGES	38%
j. INDIRECT COSTS	79%
k. TOTAL-ALL BUDGET CATEGORIES	40%
<i>In-Kind (Non-Federal Share)</i>	37%

EARLY HEAD START - CHILD CARE PARTNERSHIP #2

November 2018 Expenditures

DESCRIPTION	YTD %
a. PERSONNEL	23%
b. FRINGE BENEFITS	23%
c. TRAVEL	0%
d. EQUIPMENT	0%
e. SUPPLIES	31%
f. CONTRACTUAL	6%
g. CONSTRUCTION	0%
h. OTHER	22%
i. TOTAL DIRECT CHARGES	18%
j. INDIRECT COSTS	29%
k. TOTAL-ALL BUDGET CATEGORIES	18%
<i>In-Kind (Non-Federal Share)</i>	15%

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: **November 2018**

Credit Card: Visa/U.S. Bank

Authorized Users

C. Rand, Bureau Dir	xxxx8798
K. Mason, Div Mgr	xxxx2364
C. Reich, Div Mgr	xxxx4959
S. Kim, Sr. Bus. Systems Analyst	xxxx1907
C. Johnson, AD	xxxx0220
M. Bedros, AD	xxxx1416
A. Wells, AD	xxxx8777
P. Arrington, AD	xxxx3016
I. Renggenathen, AD	xxxx0494
R. Radeva, PSA III	xxxx1899
Corporate Acct. Number	xxxx5045

Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2102	11/23/18	xxxx2364	817.98	HS Parent Services	Books, Periodicals
2102	11/23/18	xxxx8777	357.87	HS Basic Grant	Books, Periodicals
2102	11/23/18	xxxx8777	407.68	EHS-Child Care Partnership #2	Books, Periodicals
2102	11/23/18	xxxx0494	41.20	George Miller Concord Site Costs	Books, Periodicals
			1,624.73		
2200	11/23/18	xxxx0494	700.00	Bayo Vista Site Costs	Memberships
			700.00		
2131	11/23/18	xxxx3016	280.00	HS Basic Grant	Minor Furniture/Equipment
2131	11/23/18	xxxx0494	51.09	George Miller Concord Site Costs	Minor Furniture/Equipment
			331.09		
2490	11/23/18	xxxx3016	(0.99)	HS Basic Grant	Misc Services/Supplies
2490	11/23/18	xxxx3016	46.17	FACS Mental Health Program	Misc Services/Supplies
2490	11/23/18	xxxx3016	76.92	HS Basic Grant	Misc Services/Supplies
2490	11/23/18	xxxx3016	477.37	EHS Basis Grant	Misc Services/Supplies
2490	11/23/18	xxxx0220	288.93	Balboa Site Costs	Misc Services/Supplies
2490	11/23/18	xxxx2364	56.64	HS Parent Services	Misc Services/Supplies
2490	11/23/18	xxxx8777	1,638.49	HS Basic Grant	Misc Services/Supplies
2490	11/23/18	xxxx8777	38.92	HS Basic Grant	Misc Services/Supplies
2490	11/23/18	xxxx8777	38.92	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	11/23/18	xxxx8777	275.00	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	11/23/18	xxxx1416	920.34	HS Basic Grant	Misc Services/Supplies
2490	11/23/18	xxxx0494	54.95	George Miller Concord Site Costs	Misc Services/Supplies
2490	11/23/18	xxxx0494	12.89	Ambrose Park Site Costs	Misc Services/Supplies
			3,924.55		
2479	11/23/18	xxxx1899	2,610.19	Indirect Admin Costs	Other Special Dpmtal Exp
			2,610.19		
2303	11/23/18	xxxx8798	765.40	Operations - Stage 2	Other Travel Employees
			765.40		
2467	11/23/18	xxxx8798	578.00	Operations - Stage 2	Training & Registration
2467	11/23/18	xxxx1416	125.00	HS Basic Grant	Training & Registration
2467	11/23/18	xxxx0494	180.25	George Miller Concord Site Costs	Training & Registration
2467	11/23/18	xxxx0494	139.00	Child Nutrition Food Services	Training & Registration
2467	11/23/18	xxxx0494	4.85	George Miller Concord Site Costs	Training & Registration
2467	11/23/18	xxxx0494	4.85	Lavonia Allen Site Costs	Training & Registration
2467	11/23/18	xxxx4959	841.50	Comm. Svc Block Grant	Training & Registration
2300	11/23/18	xxxx4959	1,317.48	Comm. Svc Block Grant	Transportation & Travel
			3,190.93		
		Total	13,146.89		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2018-2019

November 2018

14 Approved Sites



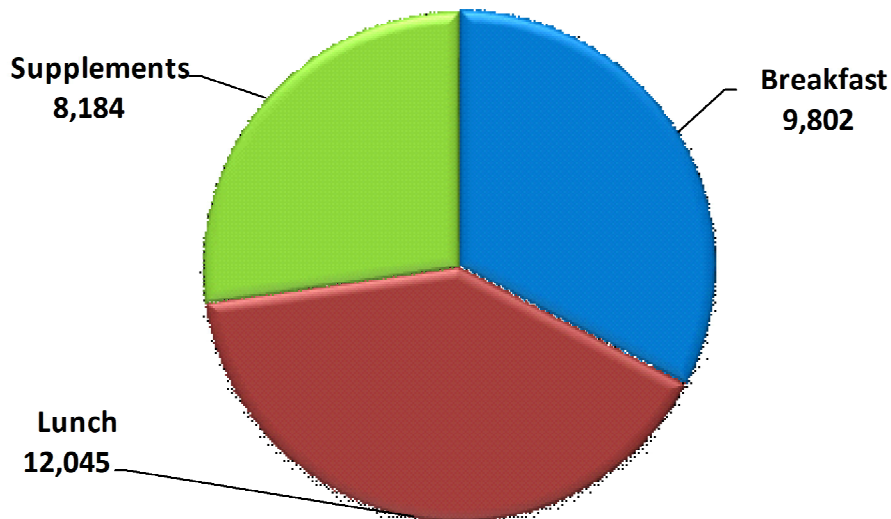
18 Days Meals Served



669 Daily Participation



30,031 Meals Served





Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 11/28/2018

Time Convened: 6:03 PM

Time Terminated: 8:00 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none">Veronica Gutierrez, Chair, called the meeting to order at 6:03 p.m.Emma Duran, Vice Chair, reviewed the desired outcomes.Delphine Smith, Parliamentarian, reviewed ground meeting rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none">Ayana McLeod, Intermediate Clerk at Bayo Vista Children Center and Mubarka Mirza at Ambrose Children Center they were presented with a certificate and book to acknowledge their dedication to the children and families.Special thank you was given to CSB staff providing support during November 28, 2018, Policy Council meeting.
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none">CSB DirectorDivision ManagerFiscal	<p>Camilla Rand, Director, welcomed Policy Council representatives and acknowledged staff that were recognized, and presented administrative updates:</p> <ul style="list-style-type: none">During the recent fires, CSB decided to close all centers on November 16th due to the poor air quality. Families were notified via letters, phone calls and text messages. We encourage families to sign up for text message communication to receive important reminders. Our Administrative office remained open to provided services for LIHEAP & Stage 2 clients; all staffs were provided with masks.CSB's annual Joint Training with Board of Supervisors and Policy Council was held on November 7, 2018, at the Crowne Plaza Hotel. This well attended event was very successful and engaging and included Board of Supervisors, Policy Council and Community representatives. Camilla thanked and recognized the Policy Council Representatives for their attendance and active participation. <p>Camilla referenced the following key agenda items to be presented during this meeting:</p> <ul style="list-style-type: none">Head Start Program Improvement Grant will be presented for approval. Funds are being used to improving the quality of health and safety of children in our centers.Early Head Start Expansion Grant will be presented for approval.CSB has three staff retiring this month: Velma Braggs, Kitchen Manager; Sanaa Gad, Disabilities & Mental Health Manager; and Carolyn Johnson, Assistant Directors. Policy Council recognized Carolyn Johnson for 10 years of service and actively participating at Policy Council Meetings. We will miss Carolyn and wish her a happy and healthy retirement. <p>Katharine Mason, Division Manager, presented Program updates:</p>



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none">• During the fall, sites held various family engagement events such as “Back to School Nights”, “Community Work Days” and “Fall Harvest Festivals”.• Teaching staff is currently working on data entry for the 1st DRDP assessments. Report for Baseline data will be presented early next year.• Recap of Grant overview process; throughout the year Policy Council is presented with the components of the Grant process: Planning Calendar, Goals & Objectives, Community Assessment and Program Information Report (PIR). Katharine suggested members pay special attention to these items to support their decision making and full engagement in the governance of the program.• Katharine thanked parents for nominating staff receiving recognition this month, and encouraged parents to continue submitting the Parent Recognition of Staff form to nominate CSB staff, as well as share this form with site parents. <p>CSB enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none">• Enrollment: 97.43% for Head Start, 100.96% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 100.53% for Early Head Start Child Care Program Partnership #2.• Attendance: 85.4% for Head Start, 84% for Early Head Start, 94% for Early Head Start Child Care Program Partnership #1, and 85.37% for Early Head Start Child Care Program Partnership #2. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none">○ 2018-2019 Head Start Program: September 2018 year to date cash expenditures were \$9,599,550 YTD, which represents 55% of the program budget.○ 2018-2019 Early Head Start Program: September 2018 year to date cash expenditures were \$2,878,082 YTD, which represents 79% of the program budget.○ 2018-2019 Early Head Start – CC Partnership: September 2018 year to date cash expenditures were \$296,963 YTD, which represents 27% of the program budget.○ 2018-2019 Early Head Start – CC Partnership #2: September 2018 year to date cash expenditures were \$178,118 YTD, which represents 5% of the program budget.○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of September 2018 were \$10,111.19.○ Child and Adult Care Food Program: August 2018 total meal served including breakfast, lunch, and supplements were 30,342 and 30,977 for September.
Action: <ul style="list-style-type: none">• Consider Approval of 2018 Head Start	Haydee Ilan, Accountant III, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2018 Head Start Program Improvement Grant in the amount of \$755,851 to comply with federal rating requirements and to cover two major needs directly related to improving the quality of health and safety of children in our centers.



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY				
Program Improvement Grant	A motion to approve the 2018 Head Start Program Improvement Grant was made by Delphine Smith and seconded by Tiffany Posey. The motion was approved.				
	Ayes		Nays	Abstentions	Not Present
	Andres Torres	Monica Barajas			Cindy Chiem
	Nancy Santos	Paige Chatman			Damaris Santiago
	Delphine Smith	Tiffany Posey			Susana Huizar
	Nivette Moore-Mason	Dawn Dailey			Latasha Hernandez
	Miguel Gonzalez	Dawn Miguel			Teresa Rodriguez
	Monica Avila	Lee Ross			Cindy Dolores
	Mariam Okesanya	Veronica Gutierrez			Esperanza Ortega
	Emma Duran	Katie Cisco			Lucia Mendez
Daisy Templeton	Mayra Rodriguez				
Training: <ul style="list-style-type: none">Head Start Eligibility	<ul style="list-style-type: none">Tracy Lewis, ASA II, provided training on CSB Head Start Eligibility policies to include:<ul style="list-style-type: none">Methods of collecting complete and accurate eligibility informationStrategies for treating families with dignity and respectIndividuals who attempt to provide or intentionally provide false informationEligibility Documentation<ul style="list-style-type: none">Request and assist families with obtaining documentation to verify eligibility based on:<ul style="list-style-type: none">Child age<ul style="list-style-type: none">Early Head Start: age 0-3 and pregnant mothers (FCC ages 0-48 months)Head Start: age 3-5Family income<ul style="list-style-type: none">Public assistance recipients, below federal poverty guidelinesHomelessnessFoster CareEligibility Process<ul style="list-style-type: none">One-on-one interviews with families to determine eligibilityUse of consent forms to contact third parties in order to assist families with obtaining eligibility documentation				



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ▪ Confidentiality Policies to ensure confidentiality of all sensitive information <ul style="list-style-type: none"> ▪ Child files maintained in locked cabinets with access logs used ▪ CSB's Confidentiality Policy ▪ Staff trained on HIPAA (Health Information Portability Accountability Act) requirements ▪ Code of Conduct Staff, consultants, and volunteers sign CSB's Code of Conduct which states: <ul style="list-style-type: none"> ▪ The unique identity of each child and family will be respected and promoted. ▪ Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services. Failure to adhere to these policies may be cause for disciplinary actions up to and including termination ▪ Caregiver's Responsibility Application for Services <ul style="list-style-type: none"> ▪ Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge Family Handbook <ul style="list-style-type: none"> ▪ Slot for childcare services may be vacated for falsification of information on enrollment forms ▪ Family Support <ul style="list-style-type: none"> ▪ Individualized enrollment process allows for in-person interviews and need assessments ▪ Comprehensive Services such as family support begins during the eligibility process ▪ On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. <p>CSB ensures that all families are treated with respect and dignity.</p>
Subcommittee Updates	<p>Fiscal Subcommittee: Nancy Santos, subcommittee member provided a brief update of items reviewed during their meeting to include: September fiscal reports were review in detail.</p> <p>Program Services: Veronica Gutierrez, subcommittee member provided a brief update of items reviewed during their meeting to include: Program Information Report (PIR), Head Start Program Improvement Grant, and Early Head Start Expansion Grant.</p>
Action: • Consider Approval of	<p>Ana Araujo, Comprehensive Services Manager, presented the Subcommittee Leads appointed by Policy Council Chair.</p> <p>Program Services Subcommittee: Katie Cisco</p> <p>Monitoring/Self-Assessment Subcommittee: Emma Duran</p>



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY			
Subcommittee Leads	Fiscal Subcommittee: Veronica Gutierrez			
	Bylaws Subcommittee: Delphine Smith			
	Advocacy Subcommittee: Delphine Smith			
	A motion to approve the Subcommittee Leads was made by Andres Torres and seconded by Mayra Rodriguez. The motion was approved.			
	Ayes		Nays	Abstentions
				Not Present
	Andres Torres	Monica Barajas		Cindy Chiem
	Nancy Santos	Paige Chatman		Damaris Santiago
	Delphine Smith	Tiffany Posey		Susana Huizar
	Nivette Moore-Mason	Dawn Dailey		Latasha Hernandez
	Miguel Gonzalez	Dawn Miguel		Teresa Rodriguez
	Monica Avila	Lee Ross		Cindy Dolores
	Mariam Okesanya	Veronica Gutierrez		Esperanza Ortega
	Emma Duran	Katie Cisco		Lucia Mendez
Action: <ul style="list-style-type: none">Consider Approval of the October 17, 2018 Policy Council Minutes				
	The minutes of the October 17, 2018, Policy Council minutes were reviewed and no corrections were noted.			
	A motion to approve the October 17, 2018, Policy Council minutes was made by Emma Duran and seconded by Lee Ross. The motion was approved.			
	Ayes		Nays	Abstentions
				Not Present
	Andres Torres	Monica Barajas		Cindy Chiem
	Nancy Santos	Paige Chatman		Damaris Santiago
	Delphine Smith	Tiffany Posey		Susana Huizar
	Nivette Moore-Mason	Dawn Dailey		Latasha Hernandez
	Miguel Gonzalez	Dawn Miguel		Teresa Rodriguez
	Monica Avila	Lee Ross		Cindy Dolores
	Mariam Okesanya	Veronica Gutierrez		Esperanza Ortega



Policy Council Meeting Minutes
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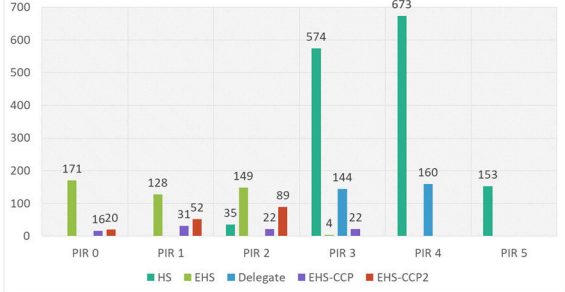
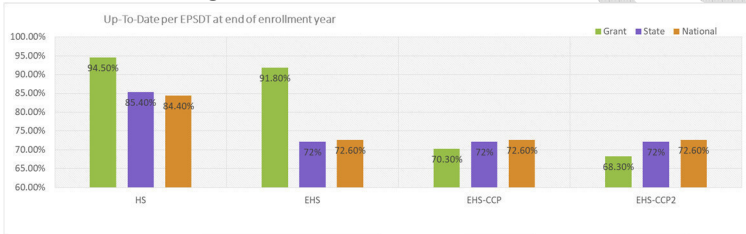
TOPIC	RECOMMENDATION / SUMMARY				
	Emma Duran	Katie Cisco			Lucia Mendez
	Daisy Templeton	Mayra Rodriguez			
Action: <ul style="list-style-type: none">Consider Approval of Early Head Start Expansion Grant	Christina Reich, Division Manager, reviewed the Executive Summary Incoming Funds Narrative Statement for the 2019 Early Head Start Child & Head Start Continuation Grant.				
	BUDGET SUMMARY				
	Budget Categories:		FY 2019 HS Program Operation		
	Personnel		\$ 4,056,811		
	Fringe Benefits		\$ 2,592,798		
	T & TA		\$ 197,344		
	Travel		\$ -0-		
	Supplies		\$ 172,500		
	Contractual		\$ 6,863,628		
	Construction		\$ 250,000		
	Other		\$ 1,520,975		
	Sub-Total of Direct Charges		\$15,654,056		
	Indirect Costs		\$ 969,578		
	Total Federal Amount Being Requested		\$16,623,634		
	Non-Federal Share		\$ 4,155,908		
	Total Federal and Non-Federal		\$20,779,542		
	PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above		\$2,146,616		
A motion to approve the 2019 Early Head Start Expansion Grant was made by Delphine Smith and seconded by Andres Torres. The motion was approved.					
Ayes		Nays	Abstentions	Not Present	
Andres Torres				Cindy Chiem	
Nancy Santos				Damaris Santiago	
Delphine Smith				Susana Huizar	
Nivette Moore-Mason				Latasha Hernandez	
Miguel Gonzalez				Teresa Rodriguez	
Monica Avila				Cindy Dolores	
Mariam Okesanya				Esperanza Ortega	
Monica Barajas					
Paige Chatman					
Tiffany Posey					
Dawn Dailey					
Dawn Miguel					
Lee Ross					
Veronica Gutierrez					

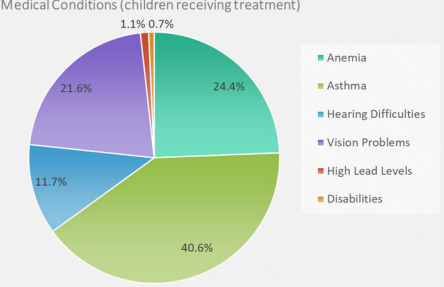
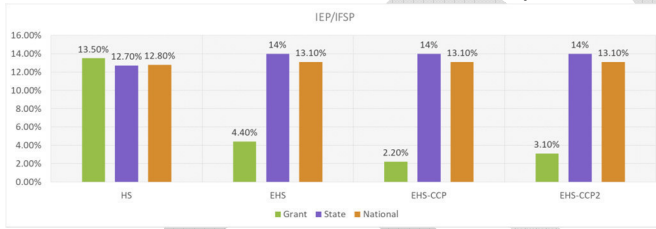


Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY				
	Emma Duran	Katie Cisco			Lucia Mendez
	Daisy Templeton	Mayra Rodriguez			
Report: <ul style="list-style-type: none">2017-2018 Program Information Report	<p>Sarah Reich, ASA III, provided an overview of the 2017-2018 Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually. Data is shared with:</p> <ul style="list-style-type: none">Head Start Community & PartnersCongressPublic <p>Summary</p> <ul style="list-style-type: none">Five Program Information Reports submitted<ul style="list-style-type: none">2- Head Start (HS) Reports<ul style="list-style-type: none">GranteeDelegate1- Early Head Start (EHS)2- Early Head Start-Child Care Partnership (EHS-CCP)<ul style="list-style-type: none">EHS-CCP1EHS-CCP2 <p>Program Indicators</p> <ul style="list-style-type: none">EnrollmentServices to All ChildrenServices to Preschool ChildrenFamily ServicesStaff and Classes <p>Enrollment</p> <ul style="list-style-type: none">Cumulative Enrolled Children<ul style="list-style-type: none">HS- 1,435Delegate HS- 304EHS- 452EHS-CCP1- 91EHS-CCP2- 161				

TOPIC	RECOMMENDATION / SUMMARY
	<div data-bbox="348 352 909 670"> <p>Age per Program</p>  </div> <p>Services to Children- Health</p> <ul style="list-style-type: none"> At End of Enrollment Year, 100% of children and pregnant women (all programs) had <ul style="list-style-type: none"> Health insurance Medical home Percentage of children with a dental home in EHS-CCP2 was low (1st year of grant)- 76.4% <div data-bbox="348 849 1089 1081"> <p>Up-To-Date per EPSDT at end of enrollment year</p>  </div> <p>Health</p> <ul style="list-style-type: none"> Over 90% of children with chronic conditions needing treatment received medical treatment in all grants <ul style="list-style-type: none"> Highest <ul style="list-style-type: none"> 100% in EHS-CCP2 Lowest <ul style="list-style-type: none"> 90% in EHS-CCP1

TOPIC	RECOMMENDATION / SUMMARY
	<p>Medical Conditions (children receiving treatment)</p>  <p>Services to Preschoolers</p> <ul style="list-style-type: none"> CSB exceeds State and National averages <ul style="list-style-type: none"> Percentage of preschool children completing professional dental exams Receiving dental treatment 85.9% Completed Dental Exams <p>Services to Children- Disabilities</p> <ul style="list-style-type: none"> 09CH9115 Grant- Head Start & Early Head Start combined IEP/IFSP percentage exceeded threshold (10%), at 12.1%  <p>Family Services</p> <ul style="list-style-type: none"> Percentage of families receiving at least one family service exceeds state and federal averages, at 86.3% (combined) Highest number of families received family services in following areas: <ul style="list-style-type: none"> Health Education Parenting Education Adult Education <p>Staff and Classes</p> <ul style="list-style-type: none"> Preschool Teachers <ul style="list-style-type: none"> 31% have an ECE/related BA or higher 100% meet CDA/equivalent requirement



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none">• Infant/Toddler Teachers<ul style="list-style-type: none">• 100% meet CDA/equivalent requirement
Presentation: <ul style="list-style-type: none">• Self-Assessment Process	<p>Nasim Eghlima, ASA III provided an overview of the Self-Assessment process which is conducted annually to determine the effectiveness of the program by identifying strengths and areas for improvement and innovation.</p> <ul style="list-style-type: none">▪ Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating.▪ The five Phase Self-Assessment process include:<ul style="list-style-type: none">○ Design Process○ Engage Team○ Analyze & Dialogue○ Recommend○ Prepare Report <p>Nasim encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>
Site Reports	<p>Los Arboles:</p> <ul style="list-style-type: none">• Los Arboles went through NAEYC accreditation on Monday, November 19th. The accreditation process went well and the site is waiting to hear results from the NAEYC.• The site received a new washer, dryer and printer.• Children are working on the sod project, we are in the process of getting new grass for our play yard.• The site had a very successful Harvest Festival and Parent Work Day, many parents came in and participated. Many thanks to our wonderful parents who came on a Saturday to help clean the classroom with the teachers.• Ron Pipa, Education Manager played his accordion and sang songs with children. Children loved the music time with Ron.• Holiday resources and activities in our community were shared with parents. <p>Bayo Vista:</p> <ul style="list-style-type: none">• The Harvest Festival was well attended. We had baby chicks and bunnies from Ponyville. The staff dressed in costumes to make the day festive for the children.• Red zones in front of center were re-painted.• The Tree Lighting Day in the community is being held in partnership with St. Patrick Catholic School, Rodeo Municipal Advisory Council & other community program to celebrate the winter holiday.• Isabel Renggenathen, Assistant Director visited our center and read stories to the children.• Parents were provided with community Christmas Giveaways and other community resources.



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
	<p>Lavonia Allen:</p> <ul style="list-style-type: none">• In the month of October, we had a great time with our Harvest Festival, parents helped with fun games, such as bean bag toss, and relay races, we also had parents show their artistic talents through face painting.• Parent Work Day is scheduled from 11/29 to 11/30.• Camilla Rand, CSB Director is joining the children for lunch on November 29th. <p>Los Nogales:</p> <ul style="list-style-type: none">• Ms. Shawn Powers, Site Supervisor started facilitating the Make Parenting a Pleasure sessions held at Marsh Creek.• Flooring in both classrooms were replaces and they look amazing.• Both classrooms are learning about trees. The 4 years old classroom read “Chicka Chicka Boom Boom” and the toddlers made a standing tree out of cardboard and paper.• The Lovely Mother of Brentwood came to our center and gave out Thanksgiving food bags and turkeys to all families. Parents were very thankful and greatly appreciated the donations.• Parents were provided with resources for a Holiday Food & Toy basket registration. <p>Crescent Park:</p> <ul style="list-style-type: none">• Crescent Park welcomes 2 Teacher Assistants in Training TAT to the site. Both TAT's Breja and Marcela are both entering the Apprenticeship Program will full intentions on becoming qualified Early Childhood Education Professionals.• Crescent Parks very own Sebastian Monterossa (room 1) was highlighted in the Bay Area Discovery Museums Outdoor Learning Lab Newsletter!• In progress is our Fall Wall where our PC Representative will facilitate highlighting all the centers fall events for the 2018-19 school year (Back to School/Open House, Fall Harvest and Community Work Day).• The outside gate on play yard 1/2 has been moved forward to re-arrange the play yard and avoid hiding space.• Corrinne Williams-Lindsey, Site Supervisor applied for the Garden Grant offered by the National Head Start Association. By December, we'll be notified about the application status.• Ms. Cheryl Miller, Comprehensive Services Manager conducted CLASS monitoring, Room 2- Ms. Yolanda and team had 0 non-compliances.• Patricia Jacquez- First 5 Contra Costa County monitoring- CLASS, ITERs and ERERs• Cecilia Valdez- Tandem Read Aloud. <p>Ambrose:</p> <ul style="list-style-type: none">• Ambrose is now tier 5 of the QRIS.• The Harvest Festival and Back to School Night was well attended. Parents heard about their children activities and learning experiences. The parents participated in a variety of hands-on activities and the children had a great time with them.



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> The site received new classroom materials and supplies. Parents came together to beautify the center on Community Work day, November 3rd. Through their art, children are exploring the use of different colors and paints. On November 5th, the Lake Shore Foundation and the East Bay Leadership Council visited the site to learn about our program and literacy resources. They were very engaged and impressed with the quality of our program. Thanksgiving and Christmas giveaway resources were provided to the families. <p>George Miller III:</p> <ul style="list-style-type: none"> GMIII welcomed new staff, Mrs. Rowena Iglesias as the Master Teacher in Room #1 and Mrs. Blanca Sanchez Room #7 was Promoted to Master Teacher. Welcome Rowena and Congratulations to Blanca. Mrs. Ambreen Khawaja, Site Supervisor III transitioned to Balboa as the new Site Supervisor. Mrs. Ambreen has been a valuable asset at GMIII, where her dedication and passion created a learning place for all families and staff. She will be missed and we wish her well at Balboa. Mrs. Stephanie Canulli accepted the position as Site Supervisor III at GMIII, we would like to welcome her and look forward to the new journey ahead. Facility maintenance cleared and cleaned the roof and gutters. GMIII parents will participate in the Parent Community Work Day helping to keep GMIII beautiful. Linda Bradford visited GMIII staff providing support to the classrooms. Friday Flyers resources are given out weekly to parents, they contain fun and educational resources happening in the surrounding communities. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video for the Joint Meeting and thanked Policy Council representatives for the participation during our event.</p> <ul style="list-style-type: none"> Make Parenting a Pleasure Curriculum sessions will be presented at Marsh Creek Starting November 30, 2018. Training dates are being set to also provide the full curriculum at George Miller Concord Center and George Miller III center in Richmond. Three areas of the curriculum will also be presented at each of our centers through out the program year. There will not be a PC meeting in December, our next meeting will in January. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Great Participation Good Food 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Room temperature

CONTRA COSTA COUNTY

CSB Admissions Priorities / Selection Criteria 2019-2020 Program Year



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the State Department of Education, with one exception as noted below*:

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)
<ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster Child ♦ & Child At Risk 3. Eligible infant/toddler with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Current TANF Recipient ♦ or within 24 months 6. Eligible infant/toddler who is homeless ♦ 7. Lowest income infant/toddler <p>*Exception</p> <p>Contra Costa College:</p> <p>On October 3, 2008, the California Department of Education granted CSB an enrollment waiver to give first priority to children of college students at our Contra Costa College Children's Center.</p>	<ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster Child ♦, & Child At Risk 3. Eligible 4 yr old with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible 4 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Currently Homeless ♦ or Homeless within the last 18 months ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 6. Lowest income 4 yr old 7. Eligible 3 yr olds disabilities (IEP or IFSP) 8. Eligible 3 yr old with special circumstances <ul style="list-style-type: none"> ▪ Families experiencing domestic violence ▪ Limited English ▪ Families Needing Full Day services ▪ Currently Homeless ♦ or Homeless within the last 18 months ▪ Current TANF ♦ recipient or within the last 24 months ▪ Health Impairments ▪ Teen Parents ▪ Grandparent caregivers ▪ Children with current or former incarcerated parent(s) 9. Lowest income 3 yr old

♦ Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b), at least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. Children enrolled in the EHS-CCP and EHS-CCP2 program must be receiving child care subsidies at time of enrollment, as required for the Early Head Start- Child Care Partnership (EHS-CCP) and Early Head Start-Child Care Partnership 2 (EHS-CCP2) grant. CSB 603 – 2019-2020 Admissions Priorities / Selection Criteria, approved by Policy Council on XX/XX/XXXX and approved by Board of Supervisors on XX/XX/XXXX

2019-2020 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.

Goal #2: To recruit children with disabilities.

Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, is our best strategy. Make sure a supply of flyers is available for parents to take and give out.	Comprehensive Services, Site Supervisors, Parent/ Family, Community Engagement Officer, and ERSEA Manager	March 2018	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways.	Reproducible Flyers and Pre-App Screening Forms. Contest – parent with most screening forms wins prize.	All CSB and Delegate and Partner sites.
Pamphlets/flyers distributed: a) General info on CSB services b) Enrollment flyers c) Home-based services	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators	Ongoing	Laundromats WIC offices Grocery Stores Classrooms Elementary Schools Clinics Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events/Flea Markets Check Cashing Agencies High Schools One-Stop Locations Housing site offices (<i>including- 9 housing sites in San Ramon</i>) Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LiHEAP office Stage 2 & Alternative Payment Plans Family Entertainment Centers (Roller Rinks) Community Colleges First Five	Pictures Short paragraph describing program options Who is eligible Explanation of services available List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services Home base Contact numbers and/or persons	HEAP mailings Food Stamp Offices Parent Meetings Doctors' Offices EHSD Child Care Offices Volunteer Bureaus One-Stop Centers Parents Farmers Markets (Richmond Main Street, San Pablo, Concord) <i>*See "Location" section for additional distribution information</i>

2019-2020 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services, Site Supervisors	Quarterly	Distribute to all parents / partners	Who is eligible? Who to Contact? Program Activities Events, Educational opportunities	Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks Resource and Referral Agencies Stage 2 & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices LiHEAP office Agencies serving children with special needs	Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals.	Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager; Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child, - authorized by parent	Elementary School staff meetings & parent meetings; Site based staff meetings/ parent meetings; Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations SHARE County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages	Civic Organizations PTA meetings Church groups Community events

2019-2020 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
"Staff Walks around the Community"	Site Supervisors, Comprehensive Services Staff	May – August and as needed	Neighborhoods Other Agencies	Brief description of services Magnets or other marketing aids with contact info Flyers	Community
Any opportunity for free ads in local media, including social media	Assistant Directors, Analysts, Social Media Team	Spring-Fall	Local newspaper agencies, Penny Saver, Grapevine, Radio, Public Access TV, agency presence on Facebook and Twitter, etc.	Short information on program, in English and Spanish Contact information (Recruitment hotline)	Newspapers and on line.
Community Events	ALL STAFF	Ongoing	Contra Costa County	Information on employment for teachers Informational Flyers Magnets, etc. with brief information	Community
Maintain supply of free Head Start pamphlets (order from ACF)	Site Supervisors, Managers for HB and Partners Comp. Services Asst. Managers	Ongoing	All CSB Centers All Partner/Delegate centers One Stop Career Centers Human Services Department SS of WIC SparkPoint Family Justice Center LiHEAP office	Description of Head Start program and sample activities, with contact information.	Community
Implement streamlined referral processes per MOUs	ERSEA Manager	Ongoing	CFS BBK RCEB Health Services CalWorks	Protocol and Procures Forms Tracking of special referrals	Organizations noted in "Location" section.
Recruitment through partnerships	ERSEA Manager, Comprehensive Services Managers, Partner Unit	Ongoing	CSB's Head Start and State child development partner agencies	Information of CSB's HS services including different program models to meet client needs. Site location and contact list. Transfer coordination.	Childcare and development partnerships